

PURCHASE CARD ISSUES

LEGAL GUIDANCE

Case by case determination

- Follow rules regarding use of appropriated funds
- Use common sense—even if it is allowed, if the cost is excessive, it is probably improper
- For example, decorations for office Christmas tree would be okay, but not purchase of Tiffany or other expensive ornaments

ANY QUESTION, CALL DESC-RB OR DESC-G

<u>USE</u>	<u>YES</u>	<u>NO</u>
Printing costs of invitations and programs for Change of Command Ceremony	X	
Mailing Costs of invitations and programs for Change of Command Ceremony	X	
Trophies/plaques for local/office party or fundraiser		X
Corporate membership in National Contract Management Association or American Petroleum Institute	X	
Retirement gifts		X*
Decorations for office Christmas tree or holiday event	X	
Food/refreshments for office party		X

* Unless the item qualifies as an award under the Government Employees Incentive Awards Act 5 USC 4501-4507. This act authorizes an agency to pay a cash award to an employee who “by his suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork” or performs a special act or service in the public interest related to his official employment. (Not surprisingly, this Act is the basis for Special Act or Service awards.) This Act applies only to civilian employees. It does not apply to members of the armed forces, but DoD has very similar authority for military personnel. Awards under the Act may take forms other than cash. For instance, plaques, marble paperweights, desk medallions, telephones of nominal value, \$50 jackets bearing the agency insignia and other honorary type awards have been

authorized previously by other agencies. The Act also authorizes honorary non-cash awards at retirement recognizing the employee's contributions while working at DESC. A \$100.00 plaque is excessive.

Change of Command Ceremonies

Further Guidance: Authorized Purchases Using the Government Purchase Card are as follows:

- 1. Invitations and Programs (Reminder – All printing should be through the Government Printing Office or a waiver obtained prior to using a commercial vendor)**
- 2. Mailing costs for the invitations**
- 3. Cake and Punch (or Coffee)**
- 4. Plates for cake and cups for punch or coffee**
- 5. Flowers for Spouses of Incoming and Outgoing Commanders**
- 6. If suitable space, like an auditorium or large meeting room is not available on site, a room may be rented to hold the ceremony.**

The purchases , while authorized, MUST still be kept to REASONABLE limits.

- For instance:**
- Single color printing for invitations**
 - Cake and punch suitable for the occasion, not made by the most expensive and exclusive bakery in town**
 - Nice but simple bouquet of flowers for spouses, not extravagant bouquet or three dozen long stem roses for each**
 - A room suitable to the needs of the occasion, not the Presidential Ballroom at the Ritz Carlton**

Items NOT Authorized To Be Purchased With The Government Purchase Card

- 1. Flowers for table decorations**
- 2. Food beyond the cake and punch (reception type food, like hors d'oeuvres)**
- 3. Luncheons or dinners and expenses associated with them**